

## Pre-Approval of Contractors to Prepare a SAR

GBSP 67, STRUCTURAL ASSESSMENT REPORTS FOR CONTRACTOR'S MEANS AND METHODS, requires that a contractor either be pre-approved to prepare a Structural Assessment Report or that the contractor use the services of a qualified structural engineering firm. For those contractors that seek pre-approval to prepare these reports, the following minimum requirements will apply.

- The contractor shall employ an Illinois Licensed Structural Engineer as a regular full time employee. A full-time employee is defined as one who works for the contractor 35 or more hours/week, 52 weeks/year. Part-time staff members, special consultants, sub-consultants, committed or pledging individuals, or persons on retainers cannot be used to meet the minimum requirements for pre-approval. The Department may request verification of employment status.
- The structural engineer must demonstrate general knowledge of bridge planning, design and construction. In addition to general knowledge, the structural engineer must have successfully completed at least five bridge construction related work tasks or submittals within the past five years. As an alternative, successful completion of the planning, design or contract document development for a minimum of three structures listed in the "Highway Bridges – Typical" category used for consultant prequalification within the past five years may be substituted.
- The Contractor must be registered with the Illinois Department of Financial and Professional Regulation (IDFPR) as a professional design firm according to the Structural Engineering Practice Act of 1989.

A Contractor that satisfies the requirements shall retain that status for up to one year unless it is rescinded due to unsatisfactory performance or a change in staffing. The Contractor shall notify IDOT within 30 days of any changes in the status of the structural engineering staff responsible for preparing the SARs and shall reapply for pre-approval or the pre-approved status will be rescinded. The pre-approval status will expire on December 31 of each year and must be renewed each year. Pre-approval is at the discretion of the Department and the requirements for pre-approval are subject to change.

The Bureau of Bridges and Structures will issue a letter to the Contractor indicating pre-approval status. It will include the pre-approval status and, if approved, the expiration date, and the names of the structural engineers that may seal a SAR. A copy of the letter shall be attached to all contractor prepared SARs submitted for approval. A pre-approved Contractor may prepare a SAR for himself or for a subcontractor.

For consideration, the Contractor must submit:

A copy of the professional design firm license certificate issued by IDFPR

The name and license number of the Contractor's managing agent for structural engineering

The name, license number, work history and qualifications of the structural engineer(s) that will seal the SARs.

A summary of the QA/QC procedures that will be used.

The package should be submitted to:

Ralph E. Anderson  
Bureau of Bridges and Structures  
Illinois Department of Transportation  
2300 South Dirksen Pkwy  
Springfield, IL 62764

The Contractor should allow 30 days for a response to a request for pre-approval.

March 6, 2009